CA-PMM

Project Name: Child Nutrition Information and Payment System

OCIO Project #: 6110-93
Department: California Department of Education
Reporting Period: *From:*   *To:*

Team Member to Project Manager

Current Task Summary

Task or Deliverable	Scheduled Completion Date	Actual Completion Date	Issues?

Accomplished this week

Planned/Scheduled Completion in Next Two Weeks

Status Summary	Yes/No	Explanation
Will all assigned tasks be accomplished by their due date?		
Are there any planned tasks that won't be completed?		
Are there problems which affect your ability to accomplish assigned tasks?		
Do you plan to take time off that is not currently scheduled?		

Status of Assigned Issues

Issue Number	Description	Due Date	Status

CA-PMM

Project Name: Child Nutrition Information and Payment System

OCIO Project #: 6110-93
Department: California Department of Education
Reporting Period: *From:*   *To:*

Team Member to Project Manager

CA-PMM

Project Name: Child Nutrition Information and Payment System

OCIO Project #: 6110-93
Department: California Department of Education
Reporting Period: *From:* 8/1/09 *To:* 8/31/09

Project Manager to Sponsor

Current Status Report

Questions	Yes/No	Cause	Impact	Action Required
1. Were recent milestones completed on schedule?	Yes			
2. Were any key milestones or deliverables rescheduled?	Yes	SNP historical claim data conversion requires modification	Key resources would be unavailable to complete SFSP module work on time.	Project Directors approved deferring this task until the SFSP module work is complete.
3. Was work done that was not planned?	No			
4. Were there any changes to scope?	No	CCB approved 6 SFSP CRs; enhancements with no new scope	No overall project impact. 5 of the 6 CRs have been completed, 1 of which is in production.	PMT to schedule and manage work so as not to impact current project milestones.
5. Were tasks added that were not originally estimated?	No			
6. Were any tasks or milestones removed?	No			
7. Were any scheduled tasks not started?	No			
8. Are there any new major issues?	No			
9. Are there any staffing problems?	Yes	UAT lead has been out 20-40% of each week.	The project had experienced a disruption to continuity.	Lead UAT duties have been reassigned.

CA-PMM

Project Name: Child Nutrition Information and Payment System

OCIO Project #: 6110-93
Department: California Department of Education
Reporting Period: *From:* 8/1/09 *To:* 8/31/09

Project Manager to Sponsor

Look Ahead View

Questions	Yes/No	Impact	Action Required
1. Will upcoming critical path milestones or deliverables be delayed?	Yes	SNP claim data conversion will be delayed until after completion of SFSP tasks. No impact on overall project	Resources will complete SFSP fiscal/claim build/test activities and complete SNP data conversion in
2. Do any key milestones or deliverables need to be rescheduled?	No		
3. Is there any unplanned work that needs to be done?	No		
4. Are there any expected or recommended changes to scope?	No		
5. Are there any tasks not originally estimated that will need to be added?	No		
6. Are there any tasks or milestones that should be removed from the plan?	No		
7. Are there any scheduled tasks whose start will likely be delayed?	No		
8. Are any major new issues foreseeable?	Yes	USDA upgrading its systems and interfaces, which may delay implementation of the food distribution module.	Close coordination with USDA.
9. Are any staffing problems anticipated?	Yes	Primary subject matter expert for Child and Adult Care Food Program is retiring December 2009.	Begin recruitment process for replacement resource in July.

CA-PMM

Project Name: Child Nutrition Information and Payment System

OCIO Project #: 6110-93

Department: California Department of Education

Reporting Period: *From:* 8/1/09 *To:* 8/31/09

Project Manager to Sponsor

Current Status and Accomplishments:
Describe deliverables completed and milestones met during **this reporting period.**
The CNIPS project has 3 module efforts underway concurrently. The School Nutrition Program (SNP) module has one remaining milestone for converting the historical claim data. The Project Directors approved making conversion code changes, but the work remains in a deferred status until after the Summer Food Service Program (SFSP) build work is complete. This allows the CDE to complete the SFSP module application functionality to production on 8/17/2009! The test team continues to test the remaining claim/fiscal functions. To date the team has executed 97% of the planned scripts with a 98% pass ratio. Year-round sponsortraining was completed the week of August 10th. The Food Distribution Program (FDP) module continues design activities. Eleven of the planned thirteen SDD documents have been finalized, one is in final CDE review and one is in-progress. The Project is now preparing to begin UAT planning for the module.

Project Milestones:

List key milestones and their dates from the project schedule.

Milestone	Target Date	Forecast Date	Status	Cause & Impact to Implementation Date	Date Completed
School Nutrition Programs Module in Production	8/25/2008	8/25/2009	Claim data conversion in final validation.	All individual claims convert properly (dollars and meal counts). Grouping of claims under correct legacy Schedule ID is incorrect for 4% of the State schedules. Project Directors authorized conversion logic change, but work will be deferred until after SFSP completes. No impact on overall project completion date.	Application deployed on time 8/25/2008

CA-PMM

Project Name: Child Nutrition Information and Payment System

OCIO Project #: 6110-93

Department: California Department of Education

Reporting Period: *From:* 8/1/09 *To:* 8/31/09

Project Manager to Sponsor

Summer Food Service Program Module in Production	3/17/09	7/31/09	Application functions in production UAT continues	Delays in SNP user acceptance testing and Agency resource constraints delayed design activities. Will begin claiming with October 2009 (beginning of fiscal year). Variance is less than 10%.	Application deployed on time 8/17/2009
Child and Adult Care Food Program Module in Production	1/25/10	6/1/10	Requirements review will begin 8/9/2009	CDE resource constraints would not allow planned concurrent tasks. Steering Committee approved a modified module start date to reduce overutilization. Variance is less than 10%.	
Food Distribution Module in Production	10/9/09	1/31/10	In Design	No impact to overall project end date. Variance is less than 10%.	
Compliance Monitoring Module in Production	6/3/10	11/16/10	Not started	Planned shift of CACFP start date will shift Compliance Monitoring start date. Variance is less than 10%.	

Variances

Check the appropriate box for each project element listed below. Please describe the actions you plan to take for those items marked "Caution" or "Significant Variance".

	On Plan <5%	Caution 5-10%	Significant Variance >10%	Action Required
Schedule		Caution 5-10%		Weekly schedule reviews occurring to monitor task completion and provide look-ahead resource needs and availability. Any resource issues are escalated immediately to Steering Committee for resolution.

CA-PMM

Project Name: Child Nutrition Information and Payment System

OCIO Project #: 6110-93
Department: California Department of Education
Reporting Period: *From:* 8/1/09 *To:* 8/31/09

Project Manager to Sponsor

Milestones		Caution 5-10%		Weekly schedule reviews occurring to monitor task completion and provide look-ahead resource needs and availability. Any resource issues are escalated immediately to Steering Committee for resolution.
Deliverables		Caution 5-10%		Weekly schedule reviews occurring to monitor task completion and provide look-ahead resource needs and availability. Any resource issues are escalated immediately to Steering Committee for resolution. Vendor is adding one additional staff member to
Resources	On Plan <5%			
OneTime Cost	On Plan <5%			
Continuing Cost	On Plan <5%			

CA-PMM

Project Name:	Child Nutrition Information and Payment System
OCIO Project #:	6110-93
Department:	California Department of Education
Reporting Period:	*From:* 8/1/09 *To:* 8/31/09

Project Manager to Sponsor

CA-PMM

Project Name: Child Nutrition Information and Payment System

OCIO Project #: 6110-93
Department: California Department of Education
Reporting Period: *From:*   *To:*

Sponsor to Executive Committee

Summary Milestones and Highlights

Project Milestones:					
List key milestones and their dates from the project schedule. Explain in issues section if a milestone's status is behind.					
Milestone	**Target Date**	**Forecast Date**	**Status**	**If Delayed, Impact to Implementation Date**	**Date Completed**
School Nutrition Programs Module in Production	8/25/2008	8/25/2009	Claim data conversion in final validation.	All individual claims convert properly (dollars and meal counts). Grouping of claims under correct legacy Schedule ID is incorrect for 4% of the State schedules. Project Directors authorized conversion logic change, but work will be deferred until after SFSP completes. No impact on overall project completion date.	Application deployed on time 8/25/2008
Summer Food Service Program Module in Production	3/17/09	7/31/09	Application functions in production UAT continues	Delays in SNP user acceptance testing and Agency resource constraints delayed design activities. Will begin claiming with October 2009 (beginning of fiscal year). Variance is less than 10%	Application deployed on time 8/17/2009

CA-PMM

Project Name: Child Nutrition Information and Payment System

OCIO Project #: 6110-93
Department: California Department of Education
Reporting Period: *From:*   *To:*

Sponsor to Executive Committee

Child and Adult Care Food Program Module in Production	1/25/10	6/1/10	Requirements review will begin 8/9/2009	CDE resource constraints would not allow planned concurrent tasks. Steering Committee approved a modified module start date to reduce overutilization. Variance is less than 10%.	
Food Distribution Module in Production	10/9/09	1/31/10	In Design	No impact to overall project end date. Variance is less than 10%.	
Compliance Monitoring Module in Production	6/3/10	11/16/10	Not started	Planned shift of CACFP start date will shift Compliance Monitoring start date. Variance is less than 10%.	

Variances

Check the appropriate box for each project element listed below. Please describe the actions you plan to take for those items marked "Caution" or "Significant Variance".

* *Priority of schedule, scope, budget, and quality from Final Ranking established in the Priority Analysis*

	On Plan <5%	Caution 5-10%	Significant Variance >10%	Action Required
Schedule		Caution 5-10%		Weekly schedule reviews occurring to monitor task completion and provide look-ahead resource needs and availability. Any resource issues are escalated immediately to Steering Committee for resolution.
Milestones		Caution 5-10%		Weekly schedule reviews occurring to monitor task completion and provide look-ahead resource needs and availability. Any resource issues are escalated immediately to Steering Committee for resolution.

CA-PMM

Project Name: Child Nutrition Information and Payment System

OCIO Project #: 6110-93

Department: California Department of Education

Reporting Period: *From:*   *To:*

Sponsor to Executive Committee

Deliverables		Caution 5-10%		Weekly schedule reviews occurring to monitor task completion and provide look-ahead resource needs and availability. Any resource issues are escalated immediately to Steering Committee for resolution. Vendor is adding one additional staff member to development team.
Resources	On Plan <5%			
One Time Cost	On Plan <5%			
Continuing Cost	On Plan <5%			

CA-PMM

Project Name: Child Nutrition Information and Payment System

OCIO Project #: 6110-93

Department: California Department of Education

Reporting Period: *From:*   *To:*

Sponsor to Executive Committee

Monitoring Vital Signs Scorecard

Vital Sign	Variance	Value	Your Score	Score Justification
1. Customer Buy-In	High Degree of Buy-In	0	**0** Green	
	Medium Degree of Buy-In	1		
	Low Degree of Buy-In	2		
2. Technology Viability	Strong Viability	0	**0** Green	
	Medium Viability	1		
	Weak Viability	2		
3. Status of the Critical Path (delay)	<5%	0	**1** Yellow	
	5% to 10%	1		
	>10%	2		
4. Cost-to-Date vs. Estimated Cost-to-Date (higher)	<5%	0	**0** Green	
	5% to 10%	1		
	>10%	2		
5. High-Probability, High-Impact Risks	0 to 3	0	**1** Yellow	
	4 to 6	1		
	>6	2		
6. Unresolved Issues (on time resolution)	On time	0	**0** Green	
	Late with no impact	1		
	Late impacting the critical path	2		
7. Sponsorship Commitment	Fully engaged	0	**0** Green	
	Partially engaged	1		
	Inadequate engagement	2		
8. Strategy Alignment	Strong alignment	0	**0** Green	
	Partial alignment	1		
	Weak or no alignment	2		
9. Value-to-Business	Strong	0	**0** Gree	
	Medium	1		

Project Name: <u>Child Nutrition Information and Payment System</u>

OCIO Project #: <u>6110-93</u>

Department: <u>California Department of Education</u>

Reporting Period: <u>*From:*</u>   <u>*To:*</u>

Sponsor to Executive Committee

	Weak	2	3

Project Name: Child Nutrition Information and Payment System

OCIO Project #: 6110-93

Department: California Department of Education

Reporting Period: *From:*   *To:*

Sponsor to Executive Committee

10. Vendor Viability (provide rationale for the rating in the field following the scorecard)	Strong	0	**0**	Green	
	Medium	1			
	Weak	2			
11. Milestone Hit Rate (rate of achievement as planned)	>90% on time	0	**1**	Yellow	
	80-90% on time	1			
	<80% on time	2			
12. Deliverable Hit Rate (rate of production as planned)	>90% on time	0	**1**	Yellow	
	80-90% on time	1			
	<80% on time	2			
13. Actual vs. Planned Resources	>90% assigned and available	0	**0**	Green	
	80-90% assigned and available	1			
	<80% assigned and available	2			
14. Overtime Utilization (% of effort that is overtime)	<15%	0	**0**	Green	
	15-25%	1			
	>25%	2			
15. Team Effectiveness	Highly Effective	0	**0**	Green	
	Moderately Effective	1			
	Ineffective	2			
		Total	**4**	**G**	

Green = 0 - 8
Yellow = 9 - 19
Red = 20+

Vendor Viability Rating Rationale

Colyar Consulting Group (CCG) is the vendor providing the base software and completing the modifications needed for the CDE. The vendor continues to show a strong commitment to the Project and the CDE. The vendor participates in weekly status meetings, weekly schedule review meetings and steering committee meetings. The vendor is located in Phoenix, AZ and travels to the CDE for needed onsite interactions. The vendor continues to be responsive to CDE needs (e.g., production incidents) and requests.